

# LEEDS CITY COUNCIL: - WASTE MANAGEMENT

Operational Policy Subject: Bulky Waste Collection Service  
Approved by: Chief Officer Environmental Action Services  
Date: 07 January 2014  
Version Number: Final  
Version Revised by: Waste Strategy Team

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## **1. Scope**

- 1.1. This policy applies to all domestic properties within Leeds. It deals with the separate collection of bulky household waste which cannot be reused or disposed of in the normal refuse bin and residents are unable to take to a household waste site. This service is offered free of charge.
- 1.2. This service is provided in line with current legislation and guidance provided by the Department of the Environment, Fisheries and Rural Affairs (Defra), the Environment Agency (EA) and Leeds City Councils Legal & Democratic Services.
- 1.3. The requirements for collection of bulky waste from domestic properties are set out in the Environment Protection Act 1990 (EPA).
- 1.4. Free disposal and/or collection of household waste from any other organisations/individuals are determined under the 'Discretionary Policy' of Free Waste Disposal and/or Collection Services for Charities, Places of Religious Worship and the Voluntary Sector. This policy is not relevant to business waste.
- 1.5. Promotion and encouragement of recycling in line with the Household Waste Recycling Act 2003.

## **2. Objectives**

- 2.1. To provide a bulky waste collection service across the City which complements all the existing collection and disposal infrastructure provided by the Council.
- 2.2. To enable residents to dispose of large items of household waste that cannot be re-used, taken to a household waste site or collected through the other kerbside collection services.
- 2.3. To ensure that services offered are safe, efficient, and reliable to meet the needs of residents and are provided in accordance with the current residential collection strategy.

### **3. Link to Best Council Plan 2013-2017.**

3.1 This policy is complementary to, and supports the Best Council objective of “*Dealing effectively with the city’s waste: minimising waste in a growing city, with a focus on:*

- *ensuring a safe, efficient and reliable waste collection service;*
- *providing a long-term solution for disposing of our waste;*
- *increasing recycling;*
- *reducing landfill tax costs.”*

3.2 The Integrated Waste Strategy 2005 – 2035 aims to minimise waste sent to landfill and to increase the recycling of Household Waste to more than 55% by 2016 and more than 60% longer term.

### **3.3 Waste Management Services Service Priorities**

The overall vision is to deliver a safe, flexible, high quality, efficient and reliable waste and recycling collection service that meets the needs of residents and delivers the waste strategic objectives to minimise waste sent to landfill and increases household waste recycling.

### **4. Bulky Waste Collection Policy**

4.1. The bulky waste collection service is available to all Leeds residents free of charge. It is for the separate collection of large items which cannot be reused or disposed of in the normal residual waste bin and which residents are unable to take to a household waste sorting site.

4.2. A bulky waste collection can be arranged by residents by calling the Contact Centre. In the first instance the Council will encourage customers to arrange a collection via a furniture reuse charity or via websites such as eBay or Freecycle.

4.3. Should the item(s) for collection not be suitable for re-use, the council will recommend that, wherever possible residents take items to their local household sorting waste site for recycling.

4.4. Only when the above options have been exhausted would the Council invite residents to consider using the bulky waste collection service.

#### **4.5. Number of Collections**

Each household can have up to 3 free bulky waste collections per year. 4 items can be collected at each collection. Where households are not eligible for a separate garden waste collection service, the allowance of four items may be used for four bags of garden waste.

See 4.9 for specific accepted wastes.

Double collections cannot be booked.

#### 4.6 **What Constitutes 'an item'?**

'An item' can be whole objects such as fridges, freezers, washing machines, televisions. etc.

Some waste can be tied together as a bundle such as wood, branches and carpets. One bundle is classed as one item. A bundle must be no more than 2 metres long or 20cm in diameter.

Fences are classed as several items. One fence post is an item. One fence panel is an item.

A dismantled wardrobe would consist of seven items, (one back, two sides, two doors, one top and one bottom).

A bed would consist of four items, (bed frame, slats, mattress and headboard).

A dining table with six chairs would be classed as seven items.

Large items of furniture (e.g. beds, wardrobes, etc.) should be carefully taken apart with no protruding nails/screws.

More information on how items are classified can be found on the Council website or by calling the Contact Centre for further advice.

#### 4.7 **Presentation**

Collections may be made any time between 7am and 5pm on the day of collection. The service operates from Monday to Saturday. Failure to place items out by 7am may mean the collection will not take place.

A telephone number where the resident can be contacted between the hours of 7am and 5pm must be provided. Any decision not to remove items will be reported to the customer by telephone, giving the reason why removal was not possible and providing advice in terms of what to do next. If the customer cannot be contacted by telephone a card will be left at the property explaining why removal was not possible and indicating what to do next.

Items must be kept in a safe and accessible place as close as possible to whichever entrance is most accessible for a vehicle, but with the items remaining within the boundary of the property.

Items that are too far from a safe and accessible parking place for the collection vehicle may not be collected. It must be possible to safely remove the item from the property with no hindrances (e.g. vehicles,

loose dogs, locked gates, etc.). There must be adequate space to remove the item from the property.

Items can be collected from an open garage provided that the customer is present when the item is collected (i.e. between 7am and 5pm on the collection day).

Anything other than adherence to the above may result in the item not being collected.

#### 4.8 Size, Weight and Safety

Any item that is too large or too heavy to be moved safely by two people will not be collected. The latter includes excessive weight due to the item being wet. Items that will absorb water should be covered and kept dry in order that they do not get too heavy to collect (e.g. upholstered items, sofas, mattresses, chipboard, bed bases, carpets, garden waste, etc.).

Sharp points or edges and loose pieces must be covered and secured so as not to risk causing injury when being lifted. Multiple sheets of glass must be bound and protected.

#### 4.9 Accepted Items

Item	Policy / Approach
Garden Waste <i>(only collected where brown bin garden waste collection service not provided)</i>	<ul style="list-style-type: none"> <li>• Items accepted - grass cuttings, hedge clippings, leaves, dead house and bedding plants, windfall fruit, weeds, twigs and small branches (not more than 3cm in diameter – see wood and branches below).</li> <li>• Garden waste should be double bagged. Up to four bags will be collected at any one time.</li> <li>• No garden waste will be collected from households which have access to brown bin collections (excluding Wood and Branches - see below).</li> </ul>
Wood and Branches <i>(wood and branches small enough to be recycled through the brown bin will not be collected where this service is provided)</i>	<ul style="list-style-type: none"> <li>• Wood and branches need to be bundled into manageable loads, making sure any nails / screws are removed.</li> <li>• Please identify where the wood has come from and check against the list of items that we do not collect, (e.g. sheds, pallets and waste that is classed as multiple items, such as fence panels). See below.</li> </ul>
Carpets and Underlay	<ul style="list-style-type: none"> <li>• Must be kept dry.</li> <li>• Must be rolled up and taped or bagged. No loose carpet pieces will be accepted.</li> <li>• Carpet must be separated from underlay.</li> </ul>
Fences	<ul style="list-style-type: none"> <li>• No panel / post can be larger than 2 x 1.3 metres.</li> </ul>
Doors	<ul style="list-style-type: none"> <li>• Internal and external doors will be collected.</li> <li>• Glass panels must be removed and made safe. Glass must be taped to protect the collection crew in event</li> </ul>

	of glass breaking.
Furniture (Interior and Garden)	<ul style="list-style-type: none"> <li>• Chairs, sofas, tables, sideboards, beds and mattresses can be collected.</li> <li>• Any drawers should be left intact.</li> <li>• Glass topped tables can be taken if glass panels are removed and made safe. Glass must be taped to protect crew in event of glass breaking.</li> <li>• Water butts and compost bins must be empty.</li> </ul>
Electrical Items	<ul style="list-style-type: none"> <li>• Large electrical items such as televisions, microwaves, sun beds (UV tubes removed) can be collected.</li> <li>• Loose doors, cables or wires should be attached to the items (taped or tied on).</li> </ul>
White Goods	<ul style="list-style-type: none"> <li>• Fridges, freezers, cookers, dishwashers, washing machines can be collected.</li> <li>• Doors and locks on airtight fridges must be removed.</li> <li>• Cables must be taped to items to prevent trip hazards.</li> <li>• Items must be able to be safely handled by 2 people.</li> <li>• Items must be clear of all content (e.g. food, etc.).</li> </ul>

#### 4.10 Unaccepted Items

Items that do not fall within the list of Accepted Items above will not be collected. However, some examples of Unaccepted Items are provided below for information and clarity. It should be noted that most of these items listed below are accepted at your local household waste recycling site. Check the Council website for details.

Item	Policy / Approach
General Household Waste	<ul style="list-style-type: none"> <li>• No bagged general waste or material that can be recycled through the kerbside collection services will be taken.</li> <li>• Residents should use their black, green or brown bins for these items or take them to their nearest household waste recycling site.</li> </ul>
Other Items	<ul style="list-style-type: none"> <li>• Bathroom suites (e.g. sinks, baths, and toilets).</li> <li>• Boilers, storage heaters and radiators.</li> <li>• Building materials such as rubble.</li> <li>• Car parts including batteries and tyres.</li> <li>• Fluorescent light tubes.</li> <li>• Garage doors.</li> <li>• Gas bottles.</li> <li>• Greenhouses.</li> <li>• Hazardous materials – chemicals, paint, asbestos, etc.</li> <li>• Kitchen units – sinks, worktops, cupboards.</li> <li>• Mirrors, patio doors, windows, window frames.</li> <li>• Tree trunks.</li> </ul>

	<ul style="list-style-type: none"><li>• Sheds.</li><li>• Glass topped furniture unless glass has been removed and made safe.</li><li>• Wooden pallets – even if dismantled (these are trade waste).</li><li>• Small electrical items (e.g. hair dryers, radios, etc.)</li><li>• Other large items which cannot be handled safely by two people.</li><li>• Commercial/trade waste.</li><li>• Customers must give a residential address. We do not collect trade waste, or waste from trade premises.</li></ul>
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#### 4.11 Missed Collections

Leeds City Council will contact the customer by telephone to inform them of the reason why collection of the item was not possible and what to do next. If the customer cannot be contacted by telephone a card will be left at the customer's property explaining why removal was not possible and indicating what to do next.

If the crew are unable to contact the customer and the customer reports a missed collection, providing the customer has complied with the policy i.e. item presented correctly and by 7am, a crew will return within 7 days.

However, if the customer has not complied with the policy they will need to book another collection for the next available date.

#### 4.12 Contamination

Heavily soiled items or items contaminated with loose waste or offensive material will not be collected.

### 5 Integrated Waste Strategy 2005 – 2035

The Integrated Waste Strategy 2005 – 2035 for Leeds outlines 4 key priorities including an action plan on how they will be delivered in order to meet the waste prevention and recycling targets.

The bulky waste collection service enables the authority to implement the aims and objectives of two of the key priorities. These are:-

- Waste Prevention:
  - to target key waste streams for minimisation;
  - to develop schemes to increase the reuse of resources;
  - to support social enterprise and the voluntary and community sectors by reserving areas of reuse, recycling and reprocessing for these sectors where appropriate;
  - to increase the use of durable items and products with recycled content.

- Recycling & Composting:
  - to increase the range of materials recycled, including those collected at the kerbside;
  - to develop a range of policies and measures to support waste minimisation and recycling wherever economically practicable.

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**6 Legislation**

<b>Policy</b>	<b>Act</b>	<b>Section</b>
Residual Waste Operational Policy  Mixed Dry Recyclables Collection Service  Garden Waste Collection Service  Bulky Waste Collection Service	Environment Protection Act (EPA) section 45	<p><b>(1)</b> – It shall be the duty of each collection authority –</p> <p>(a) To arrange collection of household waste in its area except waste –</p> <p>(i) which is situated at a place which in the opinion is so isolated or inaccessible that the cost of collecting it would be unreasonably high, and</p> <p>(ii) as to which the authority is satisfied that adequate arrangements for its disposal have been or can be expected to be made by a person who controls the waste;</p> <p><b>(3)</b> – No charge shall be made for the collection of household waste except in cases prescribed in regulations made by the Secretary of State; and in any of those cases –</p> <p>(a) the duty to arrange for the collection of the waste shall not arise until a person who controls the waste requests the authority to collect it; and</p> <p>(b) the authority may recover a reasonable charge for the collection of the waste from the person who made the request.</p>
Residual Waste Operational Policy  Mixed Dry Recyclables Collection Service  Garden Waste Collection Service	Environmental Protection Act (EPA) section 46	<p><b>(1)</b> – Where a waste collection authority has a duty by virtue of section 45(1)(a) above to arrange for the collection of household waste from any premises, the authority may, by notice served on him, require the occupier to place the waste for collection in receptacles of a kind and number specified.</p> <p><b>(2)</b> – The kind and number of the receptacles required under subsection (1) above to be used shall be such only as are reasonable but, subject to that, separate receptacles or compartments of receptacles may be required to be used for waste which is to be recycled and waste which is not.</p> <p><b>(3)</b> – In making requirements under subsection (1) above the authority may, as respects the provision of the receptacles—</p> <p>(a) determine that they be provided by the authority free of charge;</p> <p>(b) propose that they be provided, if the occupier agrees, by the authority on payment by him of such a single payment or such periodical payments as he agrees with the authority;</p> <p>(c) require the occupier to provide them if he does not enter into an agreement under paragraph above within a specified period; or</p> <p>(d) require the occupier to provide them</p> <p>Section 76, of the Climate Change Act 2008, Collection of Household Waste states that ‘a waste collection authority is not obliged to collect household waste that is placed for collection in</p>



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		contravention of a requirement under this section'. The section being section 46 of the EPA 1990.
Residual Waste Operational Policy  Mixed Dry Recyclables Collection Service  Garden Waste Collection Service	The Household Waste Recycling Act 2003 (HWRA)	<p>Arrangements for separate collection of recyclable waste (added to section 45 of the EPA).</p> <p>Section 45A –</p> <p><b>(1)</b> – This section applies to any waste collection authority whose area is in England (an “English waste collection authority”).</p> <p><b>(2)</b> – Where an English waste collection authority has a duty by virtue of section 45(1)(a) above to arrange for the collection of household waste from any premises, the authority shall ensure that the arrangements it makes in relation to those premises include the arrangements mentioned in subsection (3) below, unless it is satisfied that (in that case)—</p> <p>(a) the cost of doing so would be unreasonably high; or (b) comparable alternative arrangements are available.</p> <p><b>(3)</b> – The arrangements are arrangements for the collection of at least two types of recyclable waste together or individually separated from the rest of the household waste.</p> <p><b>(4)</b> The requirement shall apply from 31<sup>st</sup> December 2010.</p>
Residual Waste Operational Policy  Mixed Dry Recyclables Collection Service  Garden Waste Collection Service	Cleaner Neighbourhoods Environment Act 2005	<p>As of 6<sup>th</sup> April 2006 local authorities have the power to issue a fixed penalty notice to any householder not complying with directions on the presentation of refuse and recycle for collection (section 48 Clean Neighbourhoods and Environment Act 2005). Failure to comply with the fixed penalty notice will result in prosecution.</p> <p>These new powers will help waste collection authorities to tackle low participation in recycling schemes (which creates inefficiencies) contamination of recyclate with residual waste and general non-compliance with publicised collection arrangements (e.g. waste left out on the wrong day, in the wrong receptacle, at the wrong time, etc). The local authority will need to ensure collection arrangements are well publicised.</p>
Residual Waste Operational Policy	Waste Emissions Trading Act 2003	<p>Household waste is defined in the Waste and Emissions Trading Act 2003 as –</p> <p><b>‘Interpretation of Chapter 1 21 “Biodegradable waste” and “municipal waste”</b></p> <p>(3) In subsection (2) “municipal waste” means—</p> <p>(a) waste from households, and (b) other waste that, because of its nature or composition, is similar to waste from households.</p>
Residual Waste Operational Policy	Controlled Waste Regulations 1992	SCHEDULE 1

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<p>Mixed Dry Recyclables Collection Service</p> <p>Garden Waste Collection Service</p>		<p>WASTE TO BE TREATED AS HOUSEHOLD WASTE</p> <ol style="list-style-type: none"> <li>1. Waste from a hereditament or premises exempted from local non-domestic rating by virtue of—             <ol style="list-style-type: none"> <li>(a) in England and Wales, paragraph 11(1) of Schedule 5 to the Local Government Finance Act 1988(2) (places of religious worship etc.);</li> <li>(b) in Scotland, section 22(3) of the Valuation and Rating (Scotland) Act 1956(4) (churches etc).</li> </ol> </li> <li>2. Waste from premises occupied by a charity and wholly or mainly used for charitable purposes.</li> <li>3. Waste from any land belonging to or used in connection with domestic property, a caravan or a residential home.</li> <li>4. Waste from a private garage which either has a floor area of 25 square metres or less or is used wholly or mainly for the accommodation of a private motor vehicle.</li> <li>5. Waste from private storage premises used wholly or mainly for the storage of articles of domestic use.</li> <li>6. Waste from a moored vessel used wholly for the purposes of living accommodation.</li> <li>7. Waste from a camp site.</li> <li>8. Waste from a prison or other penal institution.</li> <li>9. Waste from a hall or other premises used wholly or mainly for public meetings.</li> <li>10. Waste from a royal palace.</li> <li>11. Waste arising from the discharge by a local authority of its duty under section 89(2).</li> </ol> <p>SCHEDULE 2</p>
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		<p>TYPES OF HOUSEHOLD WASTE FOR WHICH A CHARGE FOR COLLECTION MAY BE MADE</p> <ol style="list-style-type: none"><li>1. Any article of waste which exceeds 25 kilograms in weight.</li><li>2. Any article of waste which does not fit, or cannot be fitted into—<ol style="list-style-type: none"><li>(a) a receptacle for household waste provided in accordance with section 46; or</li><li>(b) where no such receptacle is provided, a cylindrical container 750 millimetres in diameter and 1 metre in length.</li></ol></li><li>3. Garden waste.</li><li>4. Clinical waste from a domestic property, a caravan or from a moored vessel used wholly for the purposes of living accommodation.</li><li>5. Waste from a residential hostel, a residential home or from premises forming part of a university, school or other educational establishment or forming part of a hospital or nursing home.</li><li>6. Waste from domestic property or a caravan used in the course of a business for the provision of self-catering holiday accommodation.</li><li>7. Dead domestic pets.</li><li>8. Any substances or articles which, by virtue of a notice served by a collection authority under section 46, the occupier of the premises may not put into a receptacle for household waste provided in accordance with that section.</li><li>9. Litter and refuse collected under section 89(1)(f).</li><li>10. Waste from—</li></ol>
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		<p>(a)in England and Wales, domestic property forming part of a composite hereditament;</p> <p>(b)in Scotland, the residential part of part residential subjects.</p> <p><b>11.</b> Any mineral or synthetic oil or grease.</p> <p><b>12.</b> Asbestos.</p> <p><b>13.</b> Waste from a caravan which in accordance with any licence or planning permission regulating the use of the caravan site on which the caravan is stationed is not allowed to be used for human habitation throughout the year.</p> <p><b>14.</b> Waste from a camp site, other than from any domestic property on that site.</p> <p><b>15.</b> Waste from premises occupied by a charity and wholly or mainly used for charitable purposes, unless it is waste falling within paragraph 1 of Schedule 1.</p> <p><b>16.</b> Waste from a prison or other penal institution.</p> <p><b>17.</b> Waste from a hall or other premises used wholly or mainly for public meetings.</p> <p><b>18.</b> Waste from a royal palace.</p>
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